

## **ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative position, the primary duties of which include overseeing the maintenance of departmental records, assisting in budget preparation, and performing public relations duties as assigned by the Fire Chief. The employee of this class must have knowledge of the overall operation of a fire department, since he/she will be expected to work independently in most areas. This class is non-supervisory in nature. Special assignments are received from and work is reviewed directly by the Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Fire Chief in performing the administrative functions of the fire department. Recommends management policies, goals, and objectives related to administrative procedures. Prepares recommendations for administrative changes in department operations that will improve the city's ISO rating. Studies existing or proposed legislation to determine if administrative changes are needed or to recommend department position statements on legislation.

Assists the Fire Chief in accounting for the money and assets of the fire department. Gathers information for and assists in compiling a departmental operating budget. Authorizes the expenditure of funds, making sure that such expenditures are in accordance with the budget.

Assists the Fire Chief in investigating all accidents involving department equipment or personnel and in investigating complaints against department personnel; formulates a recommendation for action to be taken. Assists the Fire Chief in developing and operating the department's personnel recruitment and selection program, including conducting interviews of prospective employees and making recommendations on hiring.

Assists the Fire Chief in coordinating the work of the department with related federal, state, and local agencies. Attends meetings as assigned by the Fire Chief to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the fire service. Answers questions for the public about the operation of the fire department or any related areas of emergency services. Coordinates special projects related to public

relations.

Assists in making decisions about what information should be included in all records of the department and in determining in what form this information should be kept. Provides for the maintenance of all department records such as personnel records, records of activity, inventory records, or any others which may be required. Supervises the preparation and maintenance of department records. Personally prepares any forms and records required, including preparing payroll records.

Compiles and analyzes data needed and writes reports required to document activity of the department. Writes newspaper articles or any other type of official department position paper for publication. Writes requests for grants or other special funds to aid in the operation of the fire service.

Assists the Fire Chief in managing the care and maintenance of department equipment and apparatus, vehicles, and property. Makes arrangements for repairs and maintenance, and assists in inspecting equipment or operating systems after repairs to see that these were properly accomplished. Purchases equipment and supplies for the department, keeping these purchases within the established budget.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must have at least ten (10) years of experience in fire department

work as a full-time member of a paid municipal department. Work experience should include the performance of administrative duties for a fire department or include background in fire suppression, fire prevention, or fire department training.

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